

Avita Community Partners
Board of Directors
Meeting Minutes

DATE: July 22, 2014	TIME: 7:11 p.m. – 7:49 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Deborah Mack, Board Chair

Attendance


Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Zadie Peters	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rita Bush	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Rufus Larkin	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Judy Theilman	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Anne Mundy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Executive Team Member Attendance

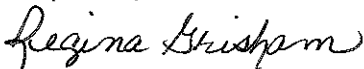
Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Janice McAllister	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Spotlight on Services	<p>Quarterly Corporate Compliance Program Report</p> <p>Dr. Roger Scott presented the 2nd quarter report for April – June 2014 and compared to quarter one of this calendar year.</p> <ul style="list-style-type: none"> • Total reports from the previous quarter decreased from 52 to 46. • Health & safety increased from 11 to 16. • Areas that decreased were service quality (23 to 16) and management practices (17 to 15). • Business practices stayed the same with 1 report. 		
Welcome & Call to Order	<p>The July 22, 2014 meeting of the Board of Directors was called to order by Board Chair, Deborah Mack at 7:11 p.m.</p> <p>Each Board Member and Executive Team Member present introduced themselves to our new members.</p>		
Approval of Agenda	<p>Motion to approve the agenda was made by Quentin Carr; second by Anne Mundy. Motion carried.</p>		
Determine Presence of a Quorum	<p>A quorum was present with 6 Board members attending this meeting.</p>		
Review of Minutes	<p>Motion to approve the June 24, 2014 minutes was made by Quentin Carr; second by Brian Alexander. Motion carried.</p>		
Business	<p><u>Oath of Office</u></p> <p>Deborah Mack, Charles Higgs, and Judy Theilman, each affirmed their oath of office. Joe Hirsch will affirm his oath of office next month.</p> <p><u>Induction of Vice-Chair</u></p> <p>Brian Alexander affirmed his oath of office for Fiscal Year 2015.</p> <p><u>Board Designates Parliamentarian for FY15</u></p> <p>Anne Mundy was reappointed by Deborah Mack.</p> <p><u>Annual Approval of Board Policies</u></p> <ol style="list-style-type: none"> 1. Corporate Responsibility 2. Ethical Standards 3. Billing & Fee Collection 4. Conflict of Interest 5. Media Relations <p>Quentin Carr made the motion to approve the policies; second by Brian Alexander. Motion passed.</p>		

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	<p><u>Update Resolutions Delegating Power to CEO & CFO</u> The resolutions have been updated for Fiscal Year 2015. The resolutions were signed by all board members present.</p> <p><u>Board Chair Report</u> Deborah Mack thanked the Board for their confidence in her as the new Board Chair.</p> <p><u>CEO Report</u> Cindy Levi reported that a goal of the Strategic Plan is for the Board of Directors to meet with their county commissioner(s) twice a year. A form was routed for those who have met with their commissioner(s) to note on the form. We will route this document at each meeting.</p> <p>Cindy added to her report that was previously emailed:</p> <ul style="list-style-type: none"> • The Georgia Association of CSBs Educational Exchange Conference is scheduled for October 19-21, 2014 at Lake Lanier Island Resort. A draft copy of the agenda was reviewed. <p>Action: If interested in attending please let Regina know.</p> <ul style="list-style-type: none"> • We received our formal letter regarding our 3 year accreditation from CARF. There were only 3 minor recommendations. <p>Cindy highlighted the following in her report:</p> <ul style="list-style-type: none"> • A Gainesville Psychologist sent a complimentary letter about our ACT Team. • Enotah Mental Health Court letter. • Cindy met with the 4 counties who are to appoint an elected official to our Board. We have 2 years to meet this new requirement. • Technology upgrade • State contracts • Cindy met with Sarah and is scheduled to meet with Marilyn on July 30th. • Children’s Center for Hope and Healing Trauma Conference. <p><u>Letter of Recommendation for CEO to become a CARF Surveyor</u></p> <ul style="list-style-type: none"> • Section 2.2.2 of the CEO contract addresses this, so there is no conflict of interest. Brian Alexander made a motion to approve; second by Anne Mundy. Motion passed. • Cindy will move forward with completion of the CARF application and a letter of recommendation from the Board will be signed by Deborah Mack. <p><u>Financial Report</u> Victor Bowers reported we ended the month with a net surplus of \$28k and a \$1,179k surplus for the year-to-date. Year-to-date variance from budget in revenue and expenses were both favorable.</p> <p>Revenue Variances</p> <ul style="list-style-type: none"> • Grant-in-Aid funds were favorable due to the start up funds of \$86k for the new intensive treatment residential program. • We received \$38k for the housing emergency shelter grant and emergency solutions grant programs. • We received a \$15k grant for Trauma Counseling training. • Total revenue variance from budget was a favorable \$141k. <p>Expense Variances</p> <ul style="list-style-type: none"> • Salary and benefits was unfavorable due the Employee Recognition Award. • Contracts were favorable due to a reduction of doctor contractor services. • All other expenses were unfavorable due to an expense of \$28k for a 	Board Members	

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	<p>doctor finder fee and training expenses associated with the Trauma Counseling.</p> <ul style="list-style-type: none"> Total revenue variance from budget was unfavorable \$161k. <p>Annual Adoption of FY15 Budget Anne Mundy made the motion to approve the budget with the stipulation that the budget can be amended if there are changes in revenue. Second by Quentin Carr. Motion passed.</p> <p>Committee Reports Board Governance Anne Mundy reported the committee is working on revising the Board Handbook. The CEO performance evaluation is ready for board members to complete. Cindy completed a self-evaluation and a copy was distributed. Actions: Regina will email the performance evaluation and CEO self-evaluation documents to all Board Members and request they return to Allan Harden by August 15, 2014.</p> <p>Community and Client Relations Roger Scott reported that the community reviewed the annual report. Each board member received the report tonight. The annual report and survey is mailed to our allied professionals (doctors, counselors, schools, health department, DFCS, court system, etc.) County commissioners also receive.</p> <p>Finance Anne Mundy had nothing further to report.</p>	Regina Grisham Board Members	7/23/14 8/15/14
Adjournment	Motion to adjourn by Brian Alexander; second by Quentin Carr. Motion carried and the July 22, 2014 Board meeting was adjourned at 7:49 p.m.		
Chair's signature indicating approval			
		8/26/14	
Deborah Mack		Date Approved	

Respectfully submitted,



Regina Grisham
Recording Secretary